Delete a Position User Guide

User Guide Purpose:	This process should be used for vacant positions that were inadvertently created and were previously used in an RPA. **NOTES:** A position that was inadvertently created and NOT previously encumbered or used in an RPA should be purged. Please see Purge a Position User Guide. A position that needs to be removed (i.e. due to budget constraints) should be eliminated. Please see the Eliminating a Position User Guide.

Deleting a Position

The position must be removed from the hierarchy prior to deleting.

Query and find the erroneously created position

Date track to the Effective Date of the position

Click in the Hiring Status field and Select 'Proposed' from the List of Values

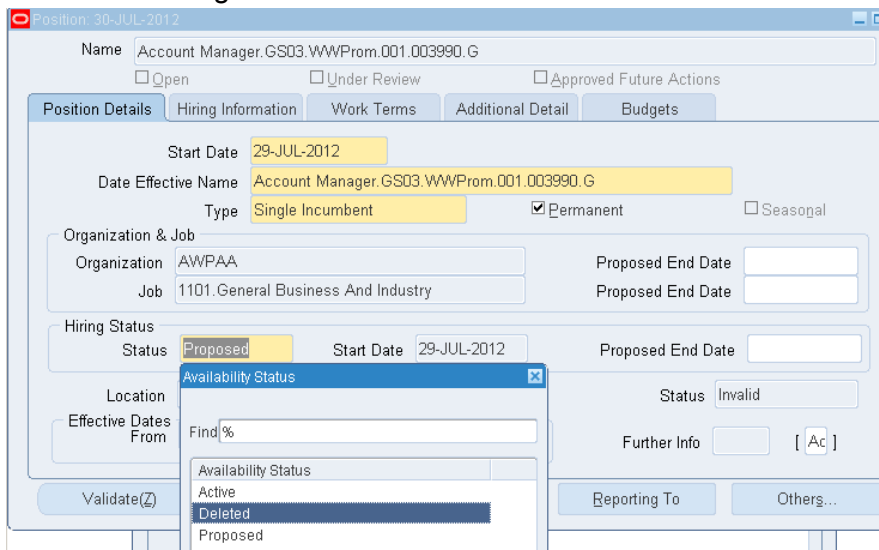Click on the 'Correction' button.
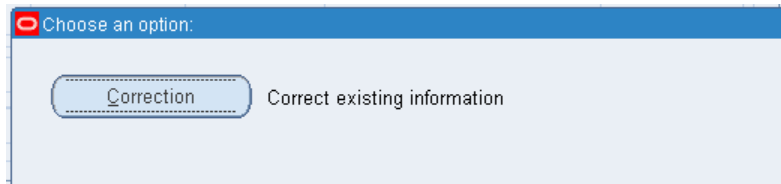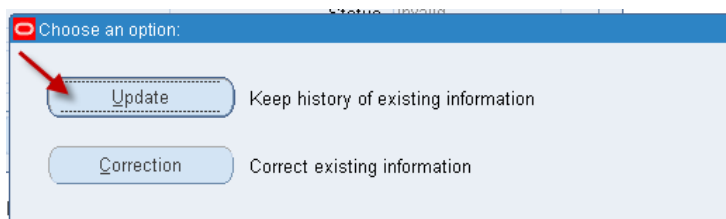

Click **"Save"** icon.

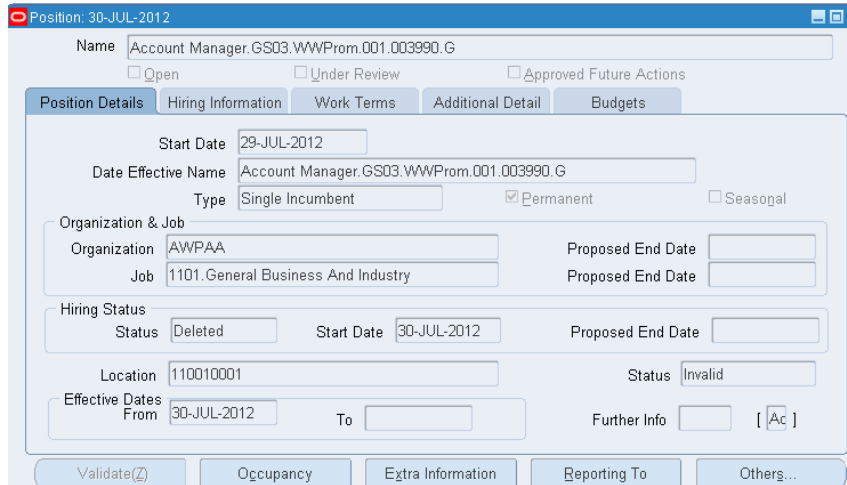Now date track to the following date. In this case, July 30, 2012

Click in the Hiring Status Field and select 'Deleted' from the List of Values

Click on the 'Update' button.

Click **"Save"** icon. The Position's Hiring Status is now in a 'Deleted' status

In the lower left-hand corner, you will see a message to confirm the transaction has completed.

FRM-40400: Transaction complete: 1 records applied and saved.